



HEAD TEACHER'S PERFORMANCE MANAGEMENT COMMITTEE (HPMC) TERMS OF REFERENCE 2023/2024

Scope

The committee shall be responsible for the annual performance management process for the Headteacher.

Membership

The committee shall consist of three governors, with a minimum of **two** Governors.

One will be elected as chair and will, as part of their role, take on the Clerking responsibility for the committee, including the preparation of an Agenda and the taking of Minutes for all meetings.

Quorum

Two Governors must be in attendance for the committee to be quorate.

Members of the committee should be trained for the role and preferably have attended the specific training available through Governor Services.

NB – *The following members of the Full Governing Body are not eligible to be serve on this committee:*

- *Headteacher*
- *Staff*
- *School Employees*
- *Associate Members*

Main Responsibilities

- To ensure that the appraisal is, at all times, firmly linked to:
 - School improvement
 - The performance objectives & targets
 - The agreed criteria for measuring progress or achievement of the objectives and targets
- To work with an External Adviser to support and advise the committee during the appraisal process.

- To prepare for all appraisal meetings by reviewing the objectives set and evidence of progress and performance in the focus areas whilst remaining aware of any specific challenges faced by the Headteacher during the period under review.
- To have the support of an external adviser during the Headteacher's appraisal meeting.
- To consider the Headteacher's learning, development and support needs and how these will be addressed.
- To draft objectives and targets against which performance will be assessed during the coming year. After consultation with the Headteacher, the objectives, targets and associated standards will be finalised.
- To provide a written report of the appraisal process, relating to both the review of previous performance and the planning for the coming period, to the Headteacher within 14 days.
- To make any resultant pay award recommendations to selected governors for PAY, whilst ensuring that the recommendation is in line with the school, county and national guidelines and/or policy applicable at that time.
- To undertake a minimum of two interim reviews with the Headteacher to consider progress towards meeting their objectives and, in extreme circumstances, to make amendments to the expected outcomes.
- Minutes will be kept confidential and not circulated, unless so authorised by the appointed chair of this committee.

These Terms of Reference should be reviewed annually.

Reporting to the Governing Body

Regular verbal updates will be provided at the next available full governing body meeting.

Agreed by governing body _____ (signature of Chair)

Date Proposed	:	4 th October 2023
Date Ratified	:	4 th October 2023
Review	:	1 st FGB Autumn Term 2024